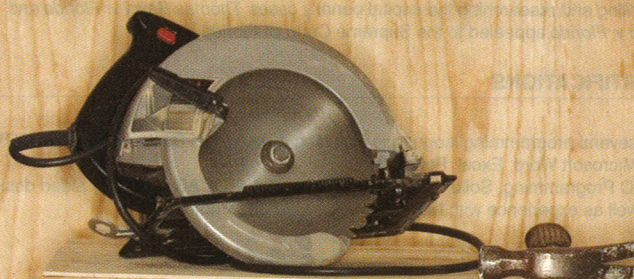


# RESUME CONSTRUCTION 101

Constructing a solid resume is an important step in the job-search process: A good resume can get you in an employer's door for an interview.





**Y**our resume is among your most important job-search tools. It takes time and effort to build an effective resume, one that will convince an employer to give you a closer look through an interview, so be ready to give your resume the consideration it merits.

A few ground rules about resumes: There is no one resume that will work for all jobs and all employers. Although you'll want to develop a "basic resume" that contains your qualifications, activities, experiences, and skills, you need to look at it as a tool to work from—not the finished product. Instead, you will need to tailor your resume to each job and organization.

Second, your resume needs to be your own. Don't delegate this important task to someone else. Get advice. Get ideas. Get feedback—and act on it. But don't have someone else write your resume for you.

## Resume Prep

Because you need to target your resume to a specific organization and opportunity, you need to have a thorough understanding of the job requirements. Work from the job description, review the company's web site, and ask those familiar with the organization—such as alumni who work there and career services staff who interact with the company's recruiters—for advice and guidance.

This will provide you with the information you need to determine which skills and qualifications to showcase on your resume.

## The Building Blocks

A resume is a summary of your education, skills, accomplishments, and experience. To craft a successful resume, you need to review, summarize, and present your experiences and achievements on one page. (Unless you have extensive experience, you don't need two pages.) Outline your achievements briefly and concisely.

Characterize all sections by scope (how many, how much, how long) and results (what happened). Show the employer that your skills and qualifications match the job requirements. By characterizing by scope and results, you'll make it easier for the employer to see the match.

### Contact information

Your resume's heading should include your name, address, telephone, e-mail address, and web site address, if you have one. Avoid nicknames and use a permanent

## ALLEN ROY

Current Address: 123 Jordan Parkway, Apt. 369 • Auburn, AL 36832 • (555) 555-5555  
Permanent Address: 123 Tims Avenue • Franklin, TN 37067 • (555) 555-5555 • aaaaa@auburn.edu

### EDUCATION

**Auburn University**, Auburn, AL • *Bachelor of Science in Industrial and Systems Engineering*, May 2010

GPA: 3.0

- Institute of Industrial Engineers, IIE; 2009 – 2010
- Pi Lambda Sigma Honors Pre-Law Society; 2006 – 2010

### RELEVANT COURSES

Electronics Manufacturing  
Six Sigma  
Operations Planning & Control  
Occupational Safety & Health and Ergonomics  
Stochastic & Deterministic Operations Research  
Decision Support Systems for Operations

Statistical Quality Control  
Simulation  
Engineering Statistics  
Manufacturing Systems  
Manufacturing Processes

### EXPERIENCE

**Auburn University**, Auburn, AL • *Undergraduate Research Assistant*, November 2009 – Present

- Constructed a data mining model and graphical user interface (GUI) for the data output in the research for *An Optimization Model for Log Transport* (J. Valenzuela, et al).
- Develop research using data mining and complex input/output model development for PJM Interconnection.
- Designed and coded the 2008 Institute for Operations Research and the Management Sciences (INFORMS) Combined Colloquia web site.
- Coded the Energy, Natural Resources, and Environment (ENRE) section of the INFORMS web site.

**Jefferson Morrow, P.A.**, Jacksonville, FL • *Intern*, May – July 2009

- Researched and studied capital appeal, personal injury, and neglect legal cases.
- Provided feedback to the Finance Committee for Mr. Morrow's Circuit Court judicial campaign.
- Designed, coded, and implemented Mr. Morrow's attorney bar-certified web site.
- Assisted in writing and researching the capital penalty cases *Thomas Bevel v. Florida* and *Ernest Downs v. Florida* appealed to the Supreme Court of Florida.

### SKILLS & CERTIFICATIONS

#### Computer

- Proficient in several programming languages including Java, Visual Basic, Matlab, and HTML.
- Proficient in Microsoft Word, Excel, PowerPoint.
- Skilled in CNC Programming, Solid Edge, Inventor 4, and AUTOCAD computer aided design software as well as experience with Mastercam X and Adobe Photoshop.

#### Language

- Fluent in Spanish.

#### Certifications & Training

- Occupational Safety and Health Administration (OSHA) certified in General Industry Safety and Health.
- Green Belt quality control training for Six Sigma implementation (sans project).

*Courtesy of Auburn University*

*Allen includes relevant courses and a separate section on skills and certifications to give employers a solid understanding of his qualifications.*

